



Meeting & Conference Facilities in the Bury St Edmunds area

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Active Business Centre

St Andrews Castle, St Andrews St South, Bury St Edmunds

Oak Pannelled Library: 28 boardroom style, 45 theatre style, 60 reception. Meeting Rooms: 8 boardroom style, 12 reception. All ground floor. Equipment: TV/VHS/DVD, OHP, White boards, Flip charts, LCD Projector, telephone, secure WiFi 8mg internet access. Catering: light refreshments available, and buffets via external caterers. Parking: onsite, and disabled access to all rooms. Day and evening hire including weekends. Business/corporate only.

Contact: Rachel Pullen **Tel:** 01284 764008

Email: reception@activebusinesscentre.co.uk

Age Concern Suffolk (Saxon House)

Kempson Way, Moreton Hall, Bury St Edmunds

Conference room: 50 theatre style, 30 training style. Boardroom: 20 boardroom style. Two meeting rooms: 4 and 8 people. Oasis Centre: Large room with own toilets and kitchenette, small courtyard garden, hearing loop, 60 theatre style or 30 training style. Links Centre: Small courtyard garden and hearing loop, 20 people in training or theatre style. Equipment: Digital projector, TV, DVD/VHS, WiFi internet access, Friendly reception staff, photocopying. Parking: Onsite and on-road within easy walking distance. Catering: hot drinks and catering available, from Danish to Full cooked dinner, 3 buffet menus available.

Contact: Matt Archer, Centre Manager **Tel:** 01284 757741

Email: matt@ageconcernsuffolk.org.uk **Website:** www.saxonhouse.org

Bury St Edmunds & Farmers Club

Pump Lane, off Northgate Street, Bury St Edmunds

Oak Room: (with adjoining Snooker room): 8-12 boardroom style, 8-12 dining. Committee Room: 10 boardroom style, 30 theatre style, 14-16 Dining. Conference Room: 23-30 boardroom style, 60 theatre style, 42 Dining, round tables. Regency Room: 24 boardroom style, 50 theatre style, 50 Dining E-shape table, 42 round tables. Equipment for hire: LCD projector, Screens, flip chart. Catering: Drinks, Sandwiches, finger buffets, sit down lunch and dinner menus. Parking: off road for 40 cars.

Contact: Philippa Brathovde, Manager **Tel:** 01284 752460

Email: Philippa@bsefc.co.uk **Website:** www.bsefc.co.uk



Bury St Edmunds Library

Sargeants Walk, St Andrew's Street North, Bury St Edmunds

Conference Room: 60 seated. Small Meeting room: 6 seated. Catering: Coffee shop in library. Equipment: Flip chart, OHP and screen, TV/VHS. Low rates for charities/not-for-profits.

Tel: 01284 352556

Bury St Edmunds Rugby Club

Rougham Road, Southgate Green, Bury St Edmunds

Lecture room: 80 Theatre style, with tables, Full, staffed Bar and Entertainment Licence. Equipment: Projector screen, Full PA system. Catering: Commercial kitchen to use, or catering provided. Parking: On-site for 150 cars

Contact: Mark Edison, Club Steward **Tel:** 01284 753920

Email: mark.edison@talktalk.net

Cathedral Centre

Angel Hill, Bury St Edmunds

Lecture Room: 100 theatre style, 30 boardroom style. Edmund Room: 20 theatre style, 12 boardroom style. Equipment: Slide Projector, TV/VCR, PA, Flip Chart, OHP, Induction Loop. Catering: Refreshments or full catering available, call 01284 748738. Parking: Nearby public car park.

Contact: Marion Bonfield **Tel:** 01284 748725

Email: cathedral.secretary@stedscathedral.co.uk

Corn Exchange (part of St Edmundsbury Borough Council Halls)

Abbeygate Street, Bury St Edmunds

Ball Room: 325 seated round tables, 400 theatre style (475 Building capacity). Equipment: Manned/unmanned PA, TV/VCR/DVD, Screen, Flip Charts, LCD, OHP and Slide Projectors, Radio mics, Induction Loop, stage lighting, piano, staging, security/supervisory staff. Catering: Fully equipped kitchen for use by outside caterers. Parking: Nearby public car parks

Contact: Justin Morse **Tel:** 01284 761315

Email: justin.morse@stedsbcc.gov.uk

Culford School

Culford, Bury St Edmunds, Suffolk IP28 6TX

Number of rooms for hire: 6. Style of seating: Various from assembly style to conference to horseshoe. Centenary Hall seated capacity 499. Parking: Between 300-400 car parking spaces. Disabled access. Equipment: OHP, Projectors, Digi lab, IT suites. Catering: Catering is available on site, alternatively outside caterers are welcome. Kitchen facilities: We can offer restricted use of our kitchen facilities.

Contact: Ian Miller, Domestic Bursar **Tel:** 01284 729372

Email: domestic.bursar@culford.co.uk **Website:** www.culford.co.uk/enterprises

DB Conference Suite

Denny Bros, Kempson Way, Bury St Edmunds

Large Conference Room: 12m x 8.5 m. 120 theatre style, 160 Reception, Foyer/Reception area, kitchenette and toilets.

Equipment: TV/VCR/DVD/CD/Cassette, Wireless Internet access, PA, Data Projector, Drywipe board, 3D visualiser, CCTV bench, Flip chart, podium/lectern, Air conditioning, Disabled facilities. Training Room: 12 Boardroom/classroom style, PC integrated touch screen and projector, air conditioning. Seminar Room: 12 people, projector, TV/VCR, air conditioning. Meeting Room: Large round table, 10 people.

Catering: Refreshments including breakfasts, buffet lunches, etc. Ample parking.

Contact: Ann and Sue **Tel:** 01284 723144

Email: ann@fix-a-form.com **Website:** www.dennybros.com

Glasswells Store

Newmarket Road, Bury St Edmunds

Large Room: 14 seated around a large table. Air conditioned. No charge, but users have to purchase refreshments / meals from their Restaurant, which will be served to them in the room. Flip chart. Parking: lots

Contact: Tina Janes, Restaurant Manager **Tel:** 01284 752804

Greene King Visitors Centre

Westgate Street, Bury St Edmunds

Meeting Room: 22 seated. Lecture theatre: 35 seated. Private lunch and drink. Optional brewery tour and tasting. Day delegate rates/packages include room hire, unlimited hot drinks/water/juice and notepads, GK folders and pens, breakfast and hot/cold buffets if required.

Contact: Clare Norris **Tel:** 01284 714372

Email: claire.norris@greeneking.co.uk

The Grid Restaurant

34 Abbeygate Street, Bury St Edmunds, Suffolk IP33 1LW

Located in the heart of historic Bury St Edmunds close to the Cathedral, Market and Abbey Gardens. Air Conditioned, Exclusive Use, Quality Food, Bespoke Arrangements, Fantastic Rates.

Vaulted Room

Theatre Style: 30, Boardroom: 23, Classroom:18, Standing 35-40.

Meeting Only-Coffee & Biscuits, Iced Water, Flipchart, White Board, Projection Space, Meeting Kit and Notepads all as standard.

Half Day-£6.95 per delegate

Full Day- £8.95 per delegate

Food Can Be Added if Required.

Inclusive Day Delegate Rate-2 Coffee Breaks, Mineral Water, Flipchart, Whiteboard, Projection Space, Notepads and Meeting Kit. Includes two course seated lunch or a working finger buffet. Full Day £16.95 per delegate

Contact: Paul Warner **Tel:** 01284 706004

Email: thegridrestaurant@tiscali.co.uk **Website:** www.thegridrestaurant.co.uk

MENTA

Vision Centre, Eastern Way, Bury St Edmunds

Menta Suite: 10 seated. Lecture Room: 14 seated. Interview Room: 4 seated. Hollands Business Centre: 12 seated. Equipment: full in-house audio visual and presentation. Reception area. Administration and support facilities. Catering: Light refreshments, or full catering (external). Parking: On Eastern Way

Contact: Sandra or Kayleigh

Tel: 01284 760206 **Email:** info@menta.org.uk **Website:** www.menta.org.uk

New Green Centre, Thurston

Thurston, Bury St Edmunds

Meeting Room: 50 theatre style, 30 boardroom style. Hall: 200 theatre style, 140 seated. Sun Lounge: 50 theatre style, 30 seated. Bar Lounge: 50 theatre style, 30 seated. The Centre is wheelchair friendly.

Equipment: TV/DVD/VHS, PA, Flip chart, Whiteboard, Hearing Loop. Catering: Fully equipped kitchen for use. Parking: 100 cars.

Contact: Lorrie Finley **Tel:** 01359 232439

Email: newgreencentre.thurston@virgin.net

Ramada Hotel

Symonds Road, Moreton Hall, Bury St Edmunds

Suffolk Suite: 50 theatre style, 25 boardroom style. Norfolk Room: 15 theatre style, 12 boardroom style. Lincoln and Essex Rooms: 20 theatre style, 12 boardroom style. Cambridge Room: 10 boardroom style. Equipment: TV/VCR/DVD, OHP/screen, LCD Projector, Flip chart Catering: Light refreshments to full catering. Ample parking.

Contact: Laura Riley **Tel:** 01284 760884

Email: laura.riley@ramadaburystedmunds.co.uk

Ravenwood Hall Hotel

Rougham, Bury St Edmunds

Capacity: 130 style Equipment: TV/VCR/DVD, OHP/Screen, Flipchart

Catering: Full Parking: onsite

Contact: Christine Knight **Tel:** 01359 270345

Email: enquiries@ravenwoodhall.co.uk **Website:** www.ravenwoodhall.co.uk

Risbygate Centre (Citizens Advice Bureau)

Esey's Yard, off Risbygate St, Bury St Edmunds

Meeting room, 30 theatre style, 12-15 round tables. 9-5 weekdays. Weekends possible – would be given key. Disabled access and toilet. Equipment: Flip chart stand, White board.

Catering: Kitchen with drink making facilities – need to provide own food. Parking: Car park at rear. Low rates for charities /not-for-profits.

Contact: Janine Pinel **Tel:** 01284 717190



Theatre Royal

Westgate Street, Bury St Edmunds IP33 1QR

When not being used for performances, the Theatre's auditorium offers an ideal space to address up to 300 people, and our in-house catering facilities in the Greene Room can offer refreshments for up to 150. Why not consider holding your next event in the unique surroundings of this theatre - the only surviving Regency theatre in the UK. The Greene Room (capacity for 150 to eat), the Premier Bar (capacity of 40) and indeed the whole Theatre are available for private hire.

Equipment: full stage audio and lighting facilities

Contact: Julia Read, Development **Tel:** 01284 829942 **Email:** julia@theatreroyal.org

Contact: Emma Suckling, Development **Tel:** 01284 829952 **Email:** emma@theatreroyal.org

The Angel Hotel

Angel Hill, Bury St Edmunds

Large Room: 70 theatre style, 25 boardroom style. Small Room: 12 boardroom style. Equipment: LCD Projector, TV, VCR & DVD, Wireless internet access, air conditioned, Disabled access and toilets. Catering: Light refreshments to full catering Parking: limited, for organisers. Nearby public car parking.

Contact: Lynn Cowan **Tel:** 01284 714000

Email: lynn@theangel.co.uk

The Athenaeum (part of St Edmundsbury Borough Council Halls)

Angel Hill, Bury St Edmunds

Maximum capacities: Ballroom - 220. Lounge - 110. Reading Room - 40. Billiard Room - 60. Old Library - 40. Green Room - 12. Equipment: Manned/unmanned PA, TV/VCR/DVD, Screen, Flip Charts, LCD, OHP and Slide Projectors, Radio mics, Induction Loop, stage lighting, piano, staging, security/supervisory staff. Parking: Nearby public car parks. Catering: Hot and cold drinks and pastries. Kitchens available - External caterers welcome.

Contact: Justin Morse

Tel: 01284 761315 / 07908 668111

Email: Justin.morse@stedsbcb.gov.uk

The Grange Hotel, Thurston

Barton Road, Thurston, Bury ST Edmunds IP31 3PQ

Banquet Room: 30 boardroom style, 80 theatre style. Coffee Room: 18 boardroom style. Equipment: OHP, TV/VCR, DVD, Flipcharts, Screen. Catering: All refreshments, Finger buffets, Hotel accommodation with full English Breakfast.

Contact: Rebecca Alderton **Tel:** 01359 231260

Email: info@thegrangehotel.uk.com **Website:** www.thegrangehotel.uk.com

The Malthouse Project

8 Esey's Yard, Risbygate Street, Bury St Edmunds IP33 3AA

The Malthouse Project is run by St Matthew Housing, a charity for the homeless. All income generated from facilities goes back into funding the project's social objectives.

The Beamed Room: 50 theatre style, 20 boardroom style. The Heritage Room: 6 boardroom style. Equipment: PC/LCD Projector, TV/VCR/DVD/CD, Flip Chart, Lectern. Catering: Refreshments provided, or use the on-site café. Parking: Limited for organisers. Disabled spaces available. Next to public car park.

Contact: Laura Asimakis **Tel:** 01284 732550

Email: bookings@themalthouseproject.co.uk

The Priory Hotel

Mildenhall Road, Bury St Edmunds

Langton suite: 20 boardroom style, 40 theatre style. Lydgate Suite: 10 boardroom style, 20 theatre style. Terrace: 16 boardroom style, 25 theatre style. Conservatory: 16 boardroom style, 24 theatre style. Babwell Room: 10 boardroom style, 18 theatre style. Day delegates rate includes Coffee & Danish on arrival, room hire, morning coffee and biscuits, two course lunch or buffet, afternoon tea and biscuits, boiled sweets, note pads and pencils. Residential delegates rate includes the same, plus deluxe ensuite bedrooms, full English breakfast and three course dinner with coffee. Car Parking: 60 cars no charge. Equipment: TV/DVD/VCR/CD/LCD Projector and WiFi, Flipchart, Screen and OHP. Day delegate rate: 3 servings of tea, coffee and biscuits, Danish pastries on arrival, 2 course lunch or buffet, flipcharts, screen and OHP.

Contact: Sandy Miles, Conference Manager **Tel:** 01284 766181

Email: sandy@prioryhotel.co.uk **Website:** www.prioryhotel.co.uk

The Suffolk Golf & Country Hotel

Fornham St Genevieve, Bury St Edmunds

Ballroom: 40 Theatre Style, 40 Boardroom style. Boardroom: 30 Theatre style, 22 Boardroom style

Fornham: 14 Boardroom style

Equipment: TV/DVD/VCR/CD, Full PA, LCD Projector Catering: Peter Thorpe, Events Manager

Parking: 200 cars

Catering: full catering available, buffets, teas/coffees

Contact: Peter Thorpe Events Manager **Tel:** 01284 706777

Email: sales.suffolkgolf@ohiml.com **Website:** www.oxfordhotelsandinns.com

The West Wing at Ickworth

Ickworth House, Horringer, Bury St Edmunds

Ballroom: 220 capacity. The Engine Room: 40 capacity. The Court: 60 capacity. The Restaurant: 100 capacity. The Orangery: 100 capacity.

Equipment: TV/VCR/DVD, Data projector, PA & mikes, Screens, Flip charts

Lectern. Parking: 200 in main car park, but acres of other areas for parking if necessary

Catering: In-house full catering

Contact: Mary Myers, Sales Manager **Tel:** 01284 735957

Email: mary.myers@sodexho-uk.com

Whepstead Community Centre

Bury Road, Whepstead, Bury St Edmunds IP29 4TA

A large hall: 100 when seated at tables, 150 for dancing or theatre style seating. Parking: Off road for 40 vehicles. Fully disabled accessible, use of kitchen and facilities, bar services available, childrens play area and playing field. Equipment: P.A. System with hearing loop, moveable stage blocks.

Contact: Mrs Di Howe **Tel:** 01284 735571

Email: diane.howe@virgin.net



CATERING

If you require catering for your meeting or conference and it is not provided, the following may be useful contact numbers.

Grid Events

Contact: Andrew Brooks **Tel:** 01359 232375

Email: andrewbrooks@gridevents.com **Website:** www.gridevents.com

Grid Events is a service driven established catering and event company providing solutions for everything from sandwich meetings in your office to large scale formal dinner functions using fresh local food. Creative menus or bespoke arrangements available. High standards and an established reputation through its sister business The Grid Restaurant in Bury St Edmunds Town Centre (see Venues).

Roff Caterers

Contact: William McColl **Tel:** 01284 753319

Email: info@roffcaterers.co.uk

Medium to Large scale catering for formal and informal functions.

Gill Mills Catering

Contact: Gill Mills **Tel:** 01359 231272 **Mobile:** 07771 567375

Small to large (up to 300) functions catered for, will travel anywhere within 50 miles of Bury.

Tasters

Contact: Julie Warren **Tel:** 01284 763038

Email: julie.warren2@tiscali.co.uk

Small functions (under 50), personal service, fresh local ingredients, will travel within Bury St Edmunds area.

Handmade in Hundon

Contact: William Barthorpe **Tel:** 01440 786444

Email: william@allinthebag.co.uk **Website:** www.allinthebag.co.uk

Events from 6 to 150. Buffets, specialising in Thai and Asian style, freshly prepared on-site.

Waitrose Ltd

Website: www.waitrose.com

Corporate catering packages, delivered to your door. Catalogues and details/ordering available in Bury Store, or visit their website.

The Malthouse Project

Contact: Simon Johnson **Tel:** 01284 732550 **Mobile:** 07876 783082

Email: bookings@themalthouseproject.co.uk

Small to medium scale catering for formal and informal functions.

Free delivery within Bury St Edmunds. Fresh homemade products sourced from local suppliers.



For Further Information on Bury St Edmunds areas including accomodation
and events contact Tourist Information on 01284 764667
6 Angel Hill, Bury St Edmunds, Suffolk IP33 1UZ www.stedmundsbury.gov.uk

Need to know more –

Help is on hand from our team of friendly and efficient staff at the Bury St Edmunds Tourist Information Centre. With a wealth of local knowledge and information at their fingertips, they will endeavour to enhance your visit or stay. The centre offers an accommodation booking service, maps, guide books, travel information and sells a wide range of gifts and souvenirs.

Call in and see us – you'll be surprised!